

MINUTES
HISTORIC PRESERVATION COMMISSION
Monday, October 12, 2015
City Hall, Room 210
4:00 p.m.

MEMBERS PRESENT: Chairperson Ald. Steuer, Roger Retzlaff, Jeanine Mead, Susan Ley, Dennis Doucette, Dave Boyce

ALSO PRESENT: Kelli Lax, Rachel Miller, Gary Corsten, Connie Corsten, James Hayward, and Jason Flatt

APPROVAL OF MINUTES:

Approve September 14, 2015 Minutes.

A motion was made by R. Retzlaff and seconded by S. Ley to postpone the approval of the minutes until printed copies are received. All in favor. Motion carried.

APPROVAL OF AGENDA:

Modify and adopt agenda

A motion was made by S. Ley and seconded by R. Retzlaff to approve the agenda. All in favor. Motion carried.

DESIGN REVIEWS:

1. Review and discuss sign permit for 155 N. Broadway

Kelli Lax from Creative Signs and Rachel Miller, property owner, were present. They have been working with Tom Giese from the City's Engineering Department. The non-illuminated sign meets under clearance and lighting requirements, but needs setbacks. It will be an aluminum sign with printed graphics. The sign will be mounted to a two inch piece of aluminum and measures seven feet long which is proportional to the building.

R. Retzlaff suggested painting the interior of the sign a dark color to make it more visibly appealing to those walking underneath, since the sign opens from the bottom and the top.

A motion was made by J. Mead and seconded by S. Ley to approve the sign permit. All in favor. Motion carried.

CONTINUING BUSINESS

2. Discussion on the Fort Howard building at 412-414 N. Maple Ave.

James Hayward, a local historian along with Gary and Connie Corsten, property owners, were present.

A motion was made by Ald. Steuer and seconded by D. Boyce to open the floor. All in favor. Motion carried.

J. Hayward provided a handout on the recommended steps to move 412-414 N. Maple Avenue. He said that this property has been on a watch list for generations. The question is whether or not it is actually a military structure. He was given permission by one of the tenants to come in and look at the property. Within minutes he noticed enough evidence in locality that said that it is a military building and has been altered. There is a long extended documented period of time in written and photographic history for this property. He is still unsure if it was a surgeons' or officers' quarters. It has been concluded that the structure is the last remaining military building of Fort Howard.

G. Corsten has owned the building since the 1970's and was aware of what the building was at one time. The only modifications he made to the property were the lowering of the ceilings in the living room and the den in one of the apartments. He added siding to the exterior, but the original wood is still underneath the siding. He is willing to sell the property to the City for whatever he pays in taxes plus a years' worth of rent.

J. Hayward asked that if the property is acquired by the City, that the tenants be given reasonable notice. He asked the owner if it would be possible, over the next couple of months to get a group in to look at all four apartments. He suggested that the material of the structure is from the period of the 1830's. Its sister buildings are the detached kitchen built in 1835, currently located in Heritage Hill State park; the Fort Howard Hospital Ward built in 1834, and the guard house built in 1835.

J. Hayward would like to be able to go into the structure and see its entire 180 year history.

Moving the property can affect whether or not it can be listed on the National Register. As long as the rules are followed there should not be a problem. The rules are regulated by the Department of the Interior. The building is clearly eligible for the National Registry; just have to go through the proper steps. It could take up to a year for the property to be nominated and it needs to be brought into the public domain. Once it is in the public domain, there will be private money available for rehabilitation of the property.

The owner's current plans are to keep renting the property out.

Ald. Steuer would like to move forward with the project. He wants to reach out and work with J. Hayward, the City, and anyone else who has been involved in the research of this property.

A motion was made by Ald. Steuer and seconded by R. Retzlaff to close the floor. All in favor. Motion carried.

A motion was made by R. Retzlaff and seconded by D. Doucette to receive and place on file the document recommended steps for proceeding on 412-414 N. Maple Avenue, prepared by J. Hayward and send thanks to Gary and Connie Corstens for coming in and participating in the discussion and would like for them to receive copies of all meeting minutes where there is discussion and regarding this building. All in favor. Motion carried.

3. Discussion on the Wisconsin Historical Society's 2015 Local History and Historic Preservation Conference on October 9th and 10th to be attended by Jeanine Mead.

J. Mead attended four sessions. Three out of the four were in regards to the Federal Historical Preservation Tax Incentives, Greening Historic Rehabilitation Projects, and Structure of Historic Tax Credit Deals. The fourth was Researching Local History Without Leaving Home.

For Federal Tax Incentives the Commission needs to work closely with the State Historic Preservation Office (SHPO), be documented, and have a good tax attorney.

4. Report from Jason Flatt on projects, directives, and initiatives accomplished in 2015 as well as the plans and goals for the remainder of the year.

J. Flatt put together a memo for the Committee listing what he has done since coming on board in April.

Ald. Steuer said one of the main goals has been obtaining Certified Local Government Status (CLG). A lot of J. Flatt's projects are tied to that by reaching out to other CLG communities, photographing, and putting together PowerPoint presentations.

The Legal Department has a draft of the Historical Preservation Ordinances, to meet the CLG requirements. The draft is based on the model ordinance that the State has.

J. Flatt has a presentation prepared discussing the need for CLG status. He also put together a booklet emphasizing the need for CLG status to go to City Council. He believes the City should have someone on staff to help coordinate projects related to Historic Preservation. His contract expires at the end of the year. A lot of the projects he is currently working on will continue into next year, even if his contract is not renewed. He has expressed an interest in continuing these projects on a volunteer basis, if not renewed. His near term goal is to wrap up a draft of the booklet for everyone to review. It will be given to members within the next three weeks.

A motion was made by R. Retzlaff and seconded by J. Mead to receive and place on file. All in favor. Motion carried.

NEW BUSINESS:

5. Discussion on a mandatory historic preservation ordinance for the City of Green Bay in conjunction with the City obtaining Certified Local Government status.

Ald. Steuer requested a draft report from J. Flatt on obtaining CLG status and modifying the ordinance as necessary. Ald. Steuer is working with the Legal Department to put together the ordinance. J. Flatt will finish his brochure on obtaining CLG status which will be presented at the Green Bay Neighborhood Leadership Council Meeting, individual neighborhood association meetings, and to the City Council.

A motion was made by R. Retzlaff and seconded by S. Ley for the Legal Department to provide a status update on developing an ordinance which will allow the Committee to achieve CLG status. All in favor. Motion carried.

6. Discussion on the communication to the Legal Department to have the HPC Minutes reported out to the City Council.

Ald. Steuer would like the HPC Minutes to be reported out to Council and then acted upon. Legal is looking into the legality since HPC is an advisory committee.

A motion was made by Ald. Steuer and seconded by D. Boyce to wait on a determination from the Legal Department on whether or not they will report out on minutes and also be acted upon by City Council. All in favor. Motion carried.

7. Discussion on requesting a part-time position for a HPC Specialist in the 2016 Green Bay City Budget.

Ald. Steuer put a communication out and it is going to be at the Finance Committee Meeting on Thursday, October 15, 2015. He would like to see a full-time position versus a part-time. He encouraged members of the HPC to attend the Finance Committee Meeting.

J. Flatt currently works 20 hours a week. The time has been adequate, however there is enough work for this position to be full-time.

Ald. Steuer has requested it remain part-time in an effort to keep J. Flatt in the position, who prefers to remain part-time.

Ald. Steuer left to attend another meeting. R. Retzlaff took over as Chairperson.

8. Review September Building Activity Report.

A motion was made by R. Retzlaff and seconded by J. Mead to postpone discussion until printed copies are received. All in favor. Motion carried.

9. Review City Raze/Repair Orders and Demolitions.

A motion was made by S. Ley and seconded by J. Mead to receive and place on file.

OTHER ANNOUNCEMENTS AND NEWS

R. Retzlaff reminded the Commission to think about the annual awards. He asked for volunteers to spearhead the program. Everyone should begin to think about buildings to nominate and put the information out to neighborhoods and the aldermen.

Member terms for R. Retzlaff and Ald. Steuer expired on August 1, 2015. The Committee also needs to have someone take over for Jacqueline Frank.

D. Boyce would like to have a discussion on 2016's Meet and Greet added to a future agenda. He wants award recipients, past and present, to get together. The Cannery may have the room conducive to accommodating the meet and greet. D. Boyce will begin to organize ideas for the meet and greet for discussion on a future agenda.

A motion was made by J. Mead and seconded by S. Ley to adjourn. All in favor. Motion carried.